

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program – Zooplankton Study – Stockton, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0762-015
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under close supervision of a Senior Environmental Scientist (Supervisory), the incumbent is the principal investigator for the Bay Delta Region's Zooplankton Study. Incumbent is responsible for the collection, interpretation, and reporting of zooplankton abundance and distribution data from the upper San Francisco Estuary and the lead for 2 Senior Laboratory Assistants and 1 Fish and Wildlife Scientific Aid. Incumbent is also the Department's expert for San Francisco Estuary zooplankton taxonomy, ecology, and life histories. The Zooplankton Study is one of several long-term monitoring programs conducted by the Interagency Ecological Program (IEP) for the San Francisco Estuary.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
35%	ESSENTIAL FUNCTIONS: Database Management and Quality Assurance: As the principal investigator, develop a thorough knowledge of the history, structure, and functions of the project's data and databases. Maintain all project data including up-to-date copies of databases, serial backups, logs of corrections and changes, and incorporate new data into the database. Act as a resource for agency and non-agency personnel to extract and deliver requested data and provide information on the proper use and limitations of data provided. In coordination with lab and field staff, review current data and document and correct errors and improve the quality assurance process to track and reduce future datasheet and data entry errors. Develop and maintain project metadata and documentation. Annually, prepare and post Catch per Unit Effort (CPUE) data to CDFW's File Transfer Protocol (FTP) site and "raw" data to Environmental Data Initiative (EDI) for the public. Coordinate with other IEP Zooplankton studies to ensure that all zooplankton databases are comparable.
30%	Data Analysis and Report Preparation: Develop, conduct, and report the results of data analyses designed to evaluate trends in abundance, distribution, growth, and fecundity of zooplankton, and to evaluate the effects of various biological and environmental factors on their abundance, distribution, growth, and fecundity. Collaborate with other agency and non-agency personnel on analyses and papers using project data and information. Assess the effectiveness of ongoing surveys and their gear, and develop, propose, and implement new surveys or special studies as needed to address management information needs. May review, edit, and comment on the writing of other Environmental Scientists. Includes occasional scientific oral or poster presentations at workshops, conferences, and various interagency working group meetings.
20%	Field and Laboratory Work: Act as a field lead for 1 to 3 days per month and train other CDFW Zooplankton Study staff to function as crew when sampling zooplankton. Cross-train as a field lead for other IEP surveys, such as Bay Study, Summer Townet, Fall Midwater Trawl, and Delta Smelt. Ensure that Zooplankton Study sampling protocols are documented in writing and adhered to during

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10%	<p>sampling. Work with staff to develop, review, and implement the lab quality control program; this may require identification of zooplankton. Review and, as necessary, revise field and lab written protocols.</p> <p>Interagency Coordination: Attend and participate in IEP Project Work Team meetings and other interagency and departmental working groups, including the Annual IEP Workshop. Be prepared to present and discuss current and future work plans and results. Assist in preparation of annual work plans and development of new special studies to investigate specific habitats or mechanisms believed important to organisms. Coordinate and facilitate sample and data sharing with other projects, agencies, and individuals. Attend scientific meetings such as the State of the Estuary and Bay-Delta Science conferences, prepare and present papers and posters for such meetings, and interact with other researchers doing similar or complementary work.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Assist in interviewing temporary personnel. Research and prepare documents for the purchase of equipment and supplies. Assist in budget preparation and expenditure tracking. Participate in CDFW regional planning efforts and drills. Attend relevant training and continuing education necessary to maintain and improve job skills. Stay current with recent literature on estuarine zooplankton taxonomy, ecology, and life histories, estuarine ecology, and food webs. Complete Attendance Reports and other administrative tasks (e.g., vehicle mileage logs). Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) participating in pertinent workshops, workgroups, and staff meetings, and (2) participating in activities to support IEP Operations Program 'infrastructure' (e.g., labs, web site, training materials, and permits).</p> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Interest in estuarine ecology and zooplankton taxonomy, biology, and sampling methods and a commitment to develop and improve knowledge and understanding of the ecology of the San Francisco Estuary and biology of the zooplankton that inhabit it. • Possess or develop the ability to: maintain, organize, and work with large data sets; analyze and evaluate data using a personal computer and software including Access, Excel, PowerPoint, Word, EndNote, SYSTAT, R, and SigmaPlot; and to prepare clear and concise data presentations for oral presentations and written formats, including agency reports and manuscripts for peer review journals. • Ability to work safely and accurately collecting and recording data from a research vessel operating in a wide variety of weather and sea conditions. • Comfortable working around the water and ability to swim. • Ability to work safely with samples preserved in formalin or ethanol in properly ventilated situations. <p>Interpersonal Skills: Ability to work independently and in a team setting, especially when in the field, laboratory, and at meetings. Must respond favorably to feedback and be able to communicate effectively with a variety of personalities, within and outside of the department.</p> <p>WORKING CONDITIONS:</p> <p>Using a computer and keyboard for most of the workday, 5 days a week when working in the office. Involves sitting most of the day and walking or standing for brief periods. Field sampling involves working aboard a research vessel several days a month collecting, sorting, and processing biological samples, which may occur in inclement weather, rough water, and require early starting or long working days. Must be able to swim at least 50 yards and stay afloat at least 5 minutes. Must possess a valid driver's license, be able to operate a motor vehicle, and be willing to travel using a</p>

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	State vehicle. Occasional travel may be required. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
James White, Senior Environmental Scientist (Supervisory)		
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
VACANT, Environmental Scientist		